

PERSON SPECIFICATION

T116 - Modernisations Assistant

	Additional/changed requirements	E/D	Measure
Personal Skills	<ul style="list-style-type: none"> • Ability to work within a team • Good oral and written communication skills, and experience of dealing with customers over the telephone. • Tactful and discreet with the ability to work confidentially • Motivated and able to work on own initiative • Versatility/flexible to be able to work with different sections • Prioritising workload & skills • A good eye for accuracy 	E E E E E E	1,3 3 1,3 1,3 1 1,3 1,3
Experience	<ul style="list-style-type: none"> • Microsoft packages to produce letters and other documents and for data management • Internet • Administrative duties within an office environment • Telephone communication • Dealing with the public • Local Government and social housing refurbishment experience 	E D E E E D	1,3 3 3 3 1,3 1
Attainments/Qualifications	<ul style="list-style-type: none"> • Relevant IT & Microsoft qualifications • Previous work using complex databases or data analysis. • NVQ level 3 (or equivalent) certificate in business & administration, or working towards 	D D D	4 3 1,3,4
Knowledge	<ul style="list-style-type: none"> • Microsoft Office applications • Databases • Spreadsheets • Internet/email • Computerised file management • Experience of Web development 	E E E E E D	1,3 1,3 1,3 1,3 1,3 1
Car Allowance	This post does not carry a designated car user status.		

Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
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	Name	Signature	Date
Person specification written by:	Steve Dixon		May 2012
Person specification agreed by			___/___/___

Date of issue: May 2012

Additional notes for JE/HR.

TC308. PS updated 21/5/12 following vacancy control meeting. Post title changed to Modernisations Assistant per Appeal Panel recommendation. NVQ qualification added.